

WCAC COUNCIL
Minutes
May 8, 2015
WCAC – Reynolds Room

Members-Claudia Cederstrom, Diane Shuck, Phyllis Williams, Darlene Schroeder and Tim Johnson
Staff - Steve Brisendine

WCAC Committee Membership/Introductions-The meeting was called to order at 9:00am by Chair Claudia Cederstrom.

WCAC Council Job Description Discussion-Many comments were made regarding the document describing the role of council members. We will continue to tweak this description over the coming months to fully describe the work the council will do. We deleted number 2 of responsibilities, which read review agenda and materials in advance of each meeting because that is a given and not necessarily a responsibility that needs to be listed in this document. #'s 4 and 6 seemed to be saying much of the same thing so it was changed to read identify community needs, interests and concerns regarding adult programming over the age of 55 and the use of the WCAC in conjunction with CER staff. We also discussed the representation of the community and who else should be invited to be a part of this council.

Budget/CIP Update-Brisendine updated the council on the budget for the center for 2015. Currently only about 20% of the budget had been expended even though the year is 33% completed. This should allow the staff the opportunity to provide some programming and possibly up the advertising of the facility to try and get more participation. A caution was given to the age of the building and that issues have come up with heating/cooling systems along with electrical and plumbing failures. Thus staff will continue to monitor the budget closely and report monthly to the council where the budget stands.

Brisendine also shared with the council the items that have been placed on the 5 year CIP that is in the process of being developed for the 2016-2020 time frame for the City of Willmar. The current year (2015) there were no capital expenses budgeted for the WCAC. Proposed for 2017 is replacement of tables/chairs \$10,000 and replacement of carpet for the Sunshine Room and entry ways \$5,000. In 2017 it is proposed to replace carpet in the Bremer/Reynolds rooms \$30,000 along with \$8,000 for furniture in the sitting area of the facility. 2018 we are proposing to replace the curtain divider \$10,000 and some exercise equipment for \$5,000. Before purchasing any exercise equipment staff and council members will monitor the use of the current equipment to make sure the need is there to justify the purchase.

As we move forward with purchases for this facility members of the committee thought it might be wise to participate in an audit of the facility to make sure all the furniture and access points of the facility met the ADA needs of the users. Brisendine will contact Safe Assure and possibly OT/PT professionals for assistance on this matter.

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Facility Usage Update-Staff shared the usage of the facility for April; there were 96 reservations for regular business hours 9:00am-5:00pm, 11 reservations for evenings after 5:00pm and 2 weekend reservations that were waffle feed fundraisers. Members asked if this information could be shared in a different format such as an outlook print out. Staff will look into that option for next month's report.

Program Update/Requests- The Meal Site is now offering 2 Two Buck Wednesday's and the attendance has been very strong on these dates. Other days of the week have also gotten a boost with members of the fitness class starting to participate in the meal site. It was mentioned that we could possibly offer more wellness activities for this population. It was discussed that staff should research what other centers programs are offering and possibly replicate both good program ideas and any facility options that would work for Willmar.

Senior Club Update- Phyllis Williams gave a quick update on the Senior Club activities for the month. Discussion took place about the advertising of upcoming programs. Currently the catalog is mailed out to every resident of the city three times a year. It was asked if a board or monitor could be created that would host upcoming activities. There is a white board near the woodshop that is used by the club to advertise the upcoming dance and entertainment. They asked if Jeff could be sure not to pile chairs up blocking access to that board. Also it was mentioned that possibly staff could attend either the Wednesday Club meeting or the Friday Club dance to announce upcoming activities. Brisendine will ask staff to at the very least get the senior club reps information that they can announce on a monthly basis.

Other-Brisendine will request that Public Works reviews the last handicap stall, as it seems to get hit by cars quite often and should it be moved or removed. We also discussed the replacement schedules for the computer lab. After the meeting Brisendine did check on those and they are fairly new and should be good for at least two more years.

Next meeting will be Friday June 12, 2015 9:00am Sunshine Room WCAC

Being no further items the meeting was adjourned